

**Middle School Initiative**

**PART I  
COVER SHEET**

**CAP 6 SEMESTER 1 WEEK 16**

**COURSE:** Cadet Commander and Advisor Leadership Lab, Achievement 16

**LESSON TITLE:** Conferences

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Reading - Questioning

**REFERENCE:** *Leadership: 2000 and Beyond*, Volume III, Chapter 15

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** None

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet to:

1. Become acquainted with the various types of conferences.
2. Understand the purpose for using a conference facilitator/moderator.
3. Become aware of the human relations issues involved in some conferences.

**COGNITIVE SAMPLES OF BEHAVIOR:**

1. In your own words, describe the typical types of conferences you might be involved in.
2. Be able to describe the duties of a conference facilitator/moderator.
3. Through attendance at conferences, the cadet should be able to facilitate/moderate a later conference.

**AFFECTIVE OBJECTIVE:** N/A

**AFFECTIVE SAMPLES OF BEHAVIOR:** N/A

## **Middle School Initiative**

### **PART II TEACHING PLAN**

#### **Introduction**

**ATTENTION:** Conferences are generally held once a year within each CAP wing and region. Additionally, the National Board meets each year in August. The general purpose of these conferences is to inform the attendees of the accomplishments of the past and where they might be headed in the near future. Annual awards are also presented at this conference to those individuals that were outstanding during the past year.

**MOTIVATION:** If you remain in the program, will you be able to assist in the setup of conference and keep it on track?

**OVERVIEW:** During our class today, you will read the section of Chapter 15 that is entitled "Conferences." Later in the period I will ask some questions relating to this section using some techniques described in the text.

**TRANSITION:** Take the next 35 minutes or so to read the text on conferences. Highlight those areas that you believe are crucial to effective conference facilitation.

#### **Body**

**MP 1**            Each cadet will read the prescribed text material in the time allotted.

**MP 2**            The instructor will ask questions about the text material using methods described in "Facilitating: Human Relations Issues."

#### **Conclusion**

**SUMMARY:** During the class today, we have looked at the various types of conferences that may be utilized in CAP--those being teaching conference, problem-solving conferences, and negotiating conferences. You also read about the conference facilitator/moderator and the work this person must do. Finally, you learned about some vital human relations issues involved in conferences.

**REMOTIVATION:** Now that you have learned about CAP conference types and all that they entail, are you ready to accept the position of facilitator/moderator in the very near future?

**CLOSURE:** Even though you may not be involved in a full-blown wing conference, you will certainly be able to set one up at the unit when required.

**Middle School Initiative****PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The purpose of this lesson was for each cadet to become aware of what conferences are used for and what some of the duties of the facilitator/moderator are.

**LESSON QUESTIONS:**

1. Question: What are the primary types of conferences that may be used in CAP?  
Answer: teaching, problem solving, and negotiating.
2. Question: What is the purpose of a teaching conference?  
Answer: Primarily to inform. All members should have background knowledge of the topic.
3. Question: What would be the purpose of a negotiating conference?  
Answer: These are useful where there are two or more incompatible solutions, points of view, or approaches.
4. Question: In setting up a conference, the first task of the facilitator is to do what?  
Answer: Analyze its purpose.
5. Question: When there are many conferees attending a conference, the facilitator/moderator must not allow \_\_\_\_\_.  
Answer: A few members to dominate any discussion.
6. Question: When asking questions of conferees, what would the first question be?  
Answer: The leadoff question.
7. Question: True or False--Your wording and the tone of your voice can affect both the response and attitude of the group or of the person you ask.  
Answer: True